

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post GUATEMALA	2. Agency STATE	3a. Position Number 312201 A100585
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☒ Yes ☐ No **Position numbers are: A100348, A100361, A100490, A100494, A100586**

4. Reason for Submission

☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) 105 (Grade) _____☐ b. New Position _____☒ c. Other (explain) Position not classified

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Roving Administrative Assistant (WAE)	FSN-5		1/30/2017
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
8. Office / Section Management Office	a. First Subdivision Management Office
b. Second Subdivision Human Resources Office	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position _____ Printed Name of Employee _____ Signature of employee _____ Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position _____ Printed Name of Supervisor _____ Signature of Supervisor _____ Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy)
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13. Basic Function of Position

The primary purpose of this "When Actually Employed (WAE)" position is to provide administrative, secretarial and clerical assistance to various requesting offices to cover staffing gaps and/or assist with special projects. Under the general supervision of the Human Resources Officer (HRO) and the direct supervision of respective section heads, the WAE Roving Administrative Assistant will be required to perform a wide range of temporary duties. These may include, but are not limited to, drafting letters, cables, memoranda and reports; receiving and distributing incoming correspondence and mail; answering phone calls, scheduling appointments and maintaining calendars; reporting time and attendance; and, escorting visitors in non-controlled access areas (Non-CAA). The WAE Administrative Assistant position will be located in the office assigned to and will report to the Human Resources Officer. The position receives direct supervision from the section heads to which s/he is assigned. The incumbent may be required to report for work at short notice to fill unexpected staffing gaps, and on rare occasions, be required to work weekends, and/or night shifts to support Mission initiatives or VIP visits.

14. Major Duties and Responsibilities

100 % of Time

Administrative Support:

50%

Receives phone calls and responds to inquiries and requests, or directs calls to responsible party for action. Receives mail and screens incoming correspondence. Maintains appointment calendar and schedules appointments as needed. Acts as custodian of unclassified office files. Maintains office schedules and time and attendance records, and/or acts as back-up for reporting of T&A. Monitors deadline dates for submission of reports and action related matter. Receives and escorts visitors and maintenance personnel as needed. Maintains office equipment and prepares Ariba requests for office supplies or re-ordering if required. Performs other Mission support duties as appropriate such as Management Office initiatives, CLO programming, etc.

Correspondence and Communication:

40%

Drafts letters, cables, memoranda from handwritten or typed drafts and Management Notices. Maintains and updates Mission and/or office lists and notices as required. Distributes information electronically within the Embassy and/or to appropriate contacts. Ensures all documents are complete and comply with the requirements of appropriate handbooks and supplementary instructions. Maintains filing system for offices; maintains subject matter, activity files. Prepares required documents. May be called upon to take and transcribe minutes for meetings. Compiles data and drafts certain Mission and/or office reports and materials (such as, status reports, staffing patterns, input to Mission Program Plan (MPP), bios, briefings, conference reports, post profiles, post reports, etc.). Proofreads and edits all correspondence and materials to ensure proper format, accuracy and compliance with regulations. Maintains internal control of preparing, distributing and security of Personally Identifiable Information (PII) documents and resources.

Logistical Support:

10%

Logistical Support: Coordinates administrative arrangements for VIP visits (VPOTUS, CODEL, etc.), TDY visitors and special functions (U.S. Independence Day, etc.) Assists officers and TDY personnel with travel arrangements, transportation and accommodations. May be called upon to coordinate, or assist with special projects, events or functions including preparing guest lists and invitations, and processing representation vouchers.

Note: This Position Description is in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the supervisor/agency.

15. Qualifications Required For Effective Performance

- a. Education
Completion of High School or GED is required.
- b. Prior Work Experience

Minimum two (2) years of experience in office management/administrative work is required.
- c. Post Entry Training
On-the-Job training will be provided to bring skills to a basic support level in each area of work. Other trainings may be necessary depending on the office requiring Administrative support.
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read). Level 4 (Fluent) English reading/writing/speaking required. Level 4 (Fluent) Spanish reading/writing/speaking required.
- e. Job Knowledge
A good working knowledge of secretarial, clerical, and general administrative procedures is required. A good understanding of Department of State's correspondence format, reporting procedures, records file management and mail handling.
- f. Skills and Abilities
Must possess good organizational and communication skills and good interpersonal relations skills. Ability to interact with range of general public with tact and diplomacy is critical. Must be able and willing to work irregular hours and to be available for work on short notice. Level IV (Good working knowledge) in computer skills in MS-Office suite (Word, Excel and Outlook) is required. Good English typing skills are required. Must type 40 words per minute.

16. Position element

- a. Supervision Received
Position receives general supervision from the Human Resources Officer or Management Counselor. As a WAE Roving Administrative Assistant, receives direct supervision from the section heads to which s/he is assigned.



- b. Supervision Exercised
None
- c. Available Guidelines
Guidelines are provided by various State Department regulations (3FAM, 4FAM etc.), and supervisory instructions.
- d. Exercise of Judgment
Must exercise good judgment in customer relations, accountability of mail, equipment, and information. Good judgment is required to recognize when to take action and/or when to pass action to an American Officer, an alternate staff member, or another office. Determines importance of all incoming communication, screening calls and visitors, and determining level of required response.
- e. Authority to make Commitments
None
- f. Nature, Level, and Purpose of Contacts
Contact with all levels of positions within the Mission in order to support Mission goals depending on what office assigned to. Mid-level external contacts in order to schedule external meetings and also customers in the Consular Section when assigned to that office.
- g. Time expected to Reach Full Performance Level
Six months